

## **TUCKAHOE LOCAL HUMAN RIGHTS COMMITTEE**

North Park Library  
850 Franconia Road  
Henrico, VA 23227-1213

### **Quarterly Meeting Minutes March 4, 2014**

- I. Call to Order:** The meeting was called to order at 3:45pm by Monica Lucas, Chair
- II. Welcome/Introductions:** All present members introduced themselves and the agency they represented.
- a. Committee Members Present:**
- Monica Lucas-Chair
  - Corrinthia Morris-Secretary
  - William Surber-Committee Member
  - John Vannoy-Committee Member
- b. Committee Members Absent**
- Kia Symonds
  - Steven Dawe
  - John Redd (CM)
- c. Advocate Present**
- Michael Curseen-Human Rights Regional Advocate
- d. Affiliate Members Present:**
1. Alliant Human Services-Terrance Jones, James Wallace
  2. Associates in Counseling & Therapeutic Services- Korenee' Walthour
  3. Assured Development Services- Aisha Burgo
  4. Blue Ridge Residential Services- Kimberly Bullock
  5. Branches of Life- Traci Brown
  6. Community Assistance Network, LLC- Sandra Simon
  7. Daily Grace Adult Day Program- Debveeta Wiggins, Angela McNeal, Arthur Kidd, III, Sharon Taha
  8. EMS Intensive In-Homes Services-Kristin Denny, Jennapher Turner
  9. Family and Adolescent Services- Cynthia Woodson
  10. Greater Unity-Sterling Burton, Eugene Thomas
  11. GROWN Program/IL Solutions-Latroyal Smith
  12. Hamlet House Youth Services-Gwen Ingram
  13. Hargrove, Oliver & Parker Inc.- Charita Watkins
  14. Hope First, LLC- Jessica Ashley
  15. H.Y.P.E. Youth Services-Trina Davis
  16. New Path Interventions- Sikenia Campbell, Danielle Richmond

17. OLA Home for Boys & Family Services-Keith Harmon
18. Renaissance Residential Services, LLC- Guirlande Dorsainville, Masamba Tate
19. RISEUP, LLC-Denise Turner
20. Southern Va. Regional Medical Center-Debra Hewitt
21. The Trimble Agency, LLC- Nichole Trimble
22. Williamsville Wellness, LLC- Emily Parobek,
23. Blandford Family Services- Janelle Natal

**III. Public Comment:** Mr. Curseen reported that we will be losing three of our members and thanked everyone who responded to the request for the submission of names of potential new members to the LHRC.

**IV. Review/Approval of December 3, 2013 Minutes:** I. Approval of Minutes: there was a review of the minutes from the 12/3/2013 meeting to ensure that information was accurate. Corrections made: Correction of two threes under affiliate members present. Recommendations were made. A motion was made by Stephen Dawe to accept the minutes. John Vannoy seconded the motion.

**V. Advocate's Report:**

- A. Mr. Curseen provided information about disclosing client medical record information. HIPAA privacy rule does allow you to inform if there's a threat to the public or threat to the information. Ms. Lucas: It will be useful for your records that you have something that states that in the event of this that it is the agency's responsibility to report such information for safety reasons.
- B. Reportable medication errors: Mr. Curseen reviewed a memorandum from the medication error review committee. If you do a medication error and you enter as an allegation of neglect, you need to be sure that licensing is aware of the allegation. If clients self-administer and you know that client is taking medication as they should, contact the case manager. Ms. Lucas reported that if you witness neglect before your eyes, it goes beyond the realm of human rights. It then becomes a situation that should be reported to APS.

**VI. Treasurer's Report:**

Cynthia Woodson and Sterling Burton provided an explanation of the LHRC Financial Report for the quarter covering the periods of 12/3 to 2/28/2014. Sterling reported that we elected to pay on even years. Information will be provided about how to mail payment. The address is: Tuckahoe Human Rights Committee, PO Box 15855, Richmond VA 23227-5855. Cynthia reported that she does not go to that mailbox daily.

## **VII. Old Business:**

- A. Review of Requested Revisions to Quarterly Report for 3<sup>rd</sup> Quarter (7/1/2013 – 9/30/2013) Motion was moved and second to approve old business .Motion Passed (CM)
  - a. **Associates in Counseling and Therapeutic Services:** Revised report was received on 12/12/2013.
  - b. **Branches of Life:** Revised report was received on 12/12/2013.
  - c. **Hamlet House:** Revised report was received.
  - d. **New Path Interventions:** Revised report was received on 12/6/2013.
  - e. **OLA Family Services:** Revised report was received on 12/3/2013.
  - f. **Daily Grace:** Revised report was received on 12/3/2013.

## **VIII. New Business:**

- A. Annual Reports: For new agencies, annual reports are due at the time of the first quarterly report. A few programs did not submit reports. EMS In-Home and Mental Health Support: no IHH report received. EMS reported that it was submitted. Ms. Lucas says that we need to go back and clarify. Family and Adolescent services says that their report was submitted by the deadline. Hamlet House reported that theirs was submitted, too. HYPE: reports for IHH and Mental Health support for 2013 were NOT received. Mr. Curseen reported that annual reports are to be submitted by January 15, even though the committee won't see it until March. Failure to do so places you out of compliance. We will follow up in June to ensure that reports were received by these agencies.
- B. Request for affiliation: She Cares Adult Homecare Services for the provision of Residential Group Home Services in Richmond, VA. Ms. Sheila Mitchell. It was moved by Corrinthia Morris and seconded to accept She Cares Adult Homecare Services as a member of the Tuckahoe LHRC. Motion Passed
- C. Request for affiliation (temporary) RE: Parham Doctor's Hospital for the provision of Inpatient Behavioral Health Services in Richmond, VA. (EXCLUDED FROM THE AGENDA)...this item of business has been taken care of.
- D. Request for affiliation for supportive in-home services: request for temporary affiliation (Janelle Natal) Blandford Family Services. It was moved by John Vannoy and accepted by William Surber.
- E. Human Rights policies and procedures review: Ms. Lucas spoke to She Care representatives about their policies. She spoke particularly about the program rules. Bullet number 6, referring to smoking. Ms. Lucas says that you can't prohibit individuals from smoking, but it should be limited to a designated area outside the home. She recommended a "no smoking" sign to be placed in the home. For bullet number 9, she explained that you can't restrict clients to their room or mandate that they go to bed at a certain time. A set-time for bed cannot be imposed on the client. The exception is in the

case of children's residential facilities where structure is enforced. If you say the phone can't be used, it must be justified such as in the case of doctor's orders or behavior support plan by a specialist. Ms. Lucas asked that revisions be made and submitted by the June meeting. She Cares' policy and procedure review will take place at the June meeting. Revisions can be sent to Catherine. A cooperative agreement will be sent to She Cares.

- F. LHRC Provider Expectations RE: Attendance Requirement: Ms. Lucas shared that there are no major problems with attendance. There should be representation at four meetings a year (all meetings). If you have to send an alternate, be sure that the alternate has been to a meeting at least once. If you miss a meeting, there is a recommendation for citation to the office of licensing.
- G. LHRC Provider Expectations RE: Requests for Written Documentation memo was reviewed.
- H. Lyndon Aguiar, Ph.D., Williamsville Wellness: adding an additional detox program. They are adding a component to help with detox process. Ms. Lucas stated that they'd like to have a chance to review the policies. A special meeting will be held, prior to the next quarterly meeting. Within the next two weeks the policies will be reviewed. She instructed them to contact Mr. Curseen within the next 14 days to set up the meeting.
- I. Alliant Human Services was excused from the meeting early.

**IX. Quarterly Reports (4<sup>th</sup> Quarter) for reporting period 10/1/2013 – 12/31/2013**

- A. Alliant Human Services (approved)
- B. Assured Development (did not receive the entire quarterly report. Ms. Lucas instructed them to call Catherine before resubmitting it).
- C. Associates in Counseling & Therapeutic Services (approved)
- D. Blue Ridge Residential Services (approved)
- E. Branches of Life (Approved)
- F. Community Assistance Network (approved)
- G. Daily Grace Adult Day Program (approved)
- H. EMS: In-Home and Mental Health Support Services (submitted the old form. Agency reported that they resubmitted on the new form beyond the deadline and was instructed by Catherine to bring it in today. ) Ms. Lucas reports that EMS will be resubmitting it on the new form for the fourth quarter on March 21<sup>st</sup> (ten days).
- I. Family and Adolescent Services (will be sending their CHRIS report for the fourth quarter by March 21<sup>st</sup> (ten days)) (not a failure to submit, failure with CHRIS system)
- J. Greater Unity: Residential and Day Support Services (approved)

- K. GROWN Program/IL solutions: (not a failure to submit, failure with CHRIS system)
- L. Hamlet House Youth Services (reports that it was faxed. Follow-up is necessary)
- M. HOPE, Inc: (approved)
- N. Hope First: (approved)
- O. HYPE: (MHS and IH were not received. Follow-up with Catherine to ensure that information was sent and received.
- P. New Path Interventions: (approved)
- Q. OLA: (approved)
- R. Renaissance Residential Services: (not a failure to submit, failure with CHRIS system)
- S. RISEUP (not a failure to submit, failure with CHRIS system)
- T. Southern VA Regional Medical Center (Monica thinks that everything is okay, but she will consult with Mr. Curseen to ensure)
- U. The Trimble Agency (approved)
- V. Williamsville Wellness (approved)

**X. Meeting Schedule: June 3, 2014**

<b>Refreshments</b>	<u>Hamlet House</u>
<b>Set-up Room</b>	<u>Hope First, LLC (Requested to be in attendance by 3.)</u>
<b>Breakdown Room</b>	<u>Hope INC</u>
<b>Minutes</b>	<u>OLA</u>

**XI. Executive Session: 1) Blue Ridge Residential Review of Medical Protective Restraints; 2) Renaissance Residential – Review of Behavior Plan**

**XII. Adjournment:**